



4. Functional and physical interchangeability of office furnishings.

5. The selection of office furnishings appropriate for each level of the staff.

D. POLICIES

1. It is the policy of the Department of Defense to provide organizational elements conducting essential operations in the National Capital Region with necessary space accommodations in accordance with the standards prescribed herein.

2. The overall appearance of office space shall offer functional and attractive working conditions at economical cost, with the goal of achieving improved production from all personnel.

3. Procurement of DoD standard office furnishings in the National Capital Region will be governed by the provisions of GSA FPMRs (reference (c)) and by maximum utilization of GSA stock items listed in the GSA Furniture Catalog (reference (d)) or succeeding issues.

4. New lines or units adopted as DoD standard office furnishings for the National Capital Region (NCR) will be phased in as stocks of existing items are depleted. DoD activities in the NCR, serviced by Defense Supply Service-Washington (DSS-W) will utilize available stock fund furnishings to meet their requirements. Replacement of existing furnishings will be scheduled with due regard for the remaining economic life of the furniture and continued use through reconditioning. Usable office furniture should be concentrated, thereby extending its life and maintaining a suitable decor without intermixing old with new.

E. STANDARDS

1. Furnishings for space categories established by DoD Instruction 5305.3 (reference (b)) are shown in enclosures 1 and 2, with the exception of category P-1 and those offices located in its immediate suite for which no standards are prescribed.

2. The contemporary or office landscaping concept of office design emphasizes open planning by substituting free-standing screens for fixed partitions, together with a less formalized alignment of furniture and increased attention to coordinated color schemes. In applying this concept, use the standard furnishings listed in enclosures 1 and 2, and supplement with complementary furnishings from the GSA Furniture Catalog (reference (d)).

3. Confine the selection of colors to those offered as standard in the GSA Federal Supply Catalogs and Schedules. However, to facilitate procurement, storage, issue and interchangeability, the desk chair

Apr 27, 1964

for each private and open work station will be upholstered in black, where available. Color treatment of office areas will be achieved through the selection of upholstery for other chairs, wall paint or wall covering, free standing partitions, and carpet and drapery (if authorized). For DoD elements in the NCR serviced by Defense Supply Service-Washington (DSS-W), stocked colors and carpet are listed in the current DSS-W Stock Fund Catalog.

4. Specialized furniture and equipment requirements for specific positions may require deviations or additions to the standard complements prescribed. Such departures will be held to a minimum, using furnishings which are in harmony with the standards.

#### F. EFFECTIVE DATE AND IMPLEMENTATION

This instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Comptroller) within 60 days.

Fred P. Wacker

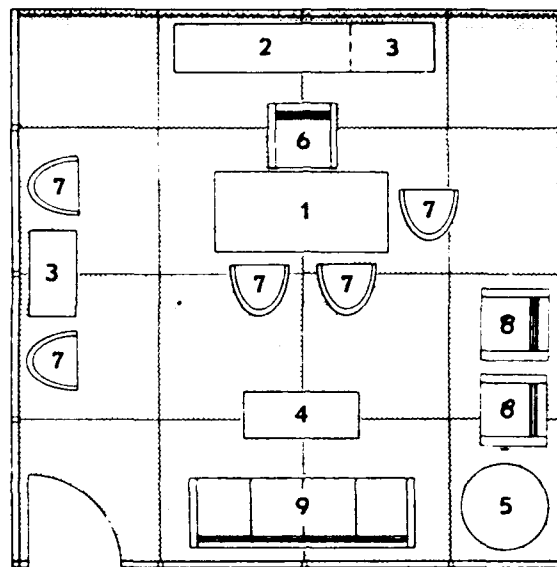
Assistant Secretary of Defense  
(Comptroller)

Enclosures - 2

1. Standard Furnishings, Private Office Space Categories
2. Standard Furnishings, Open Office Space Categories

ADD	PER
DATE	TIME
NAME	NO.
ADDRESS	CITY
STATE	ZIP
FORM 50	
DATE	
FEDERAL BUREAU OF INVESTIGATION	
UNIT	REPORT NO.
A I	

# STANDARD FURNISHINGS



DESCRIPTION	F.S.N.
1 Desk-Double Pedestal - 74 x 38	7110-00-847-0226
2 Credenza - 66 x 18	7110-00-762-5513
3 Storage Unit - 42 x 18	7110-00-734-5126
4 Coffee Table - 48 x 20	7110-00-913-3214
5 Occasional Table - 36 Dia	7110-00-913-7184
6 Rotary Desk Chair	7110-01-018-6757
7 Guest Arm Chairs	7110-00-149-1649 or 1650*
8 Executive Arm Chair	7110-00-149-1215
9 Executive Sofa	7110-00-569-1914
10 Carpet	Schedule (DSS-W Stock)
11 Drapery - Casement Complete - Fl to Clg	O.M.

\* Stocked by DSS-W. Other colors available on order

Space  
Category

## ASSIGNMENT

Allowance #  
(Net Sq. Ft.)

P-2

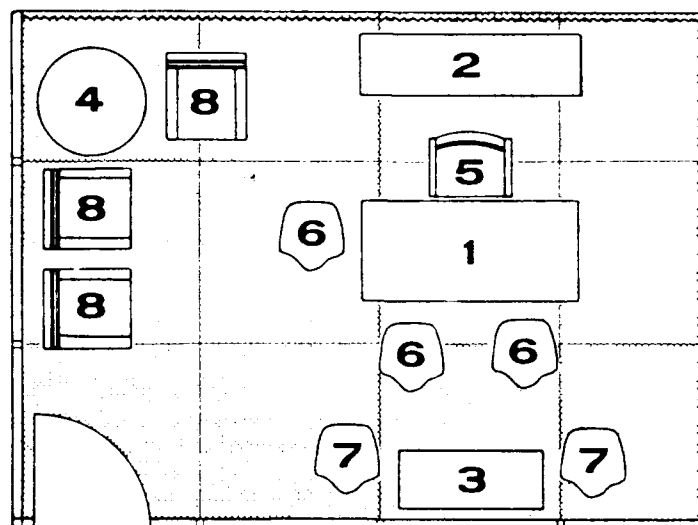
The Special Assistant to the Secretary and Deputy Secretaries of Defense

400

Assistant to the Secretary of Defense (Atomic Energy)  
Deputy Directors, Defense Research and Engineering, and  
Deputy General Counsel  
General Counsels of Military Departments, and Assistants  
to the Secretaries of Military Departments  
Deputy Assistant Secretaries of Defense  
Deputy Under Secretaries of Military Departments  
Deputy Assistant Secretaries of Military Departments  
Joint Staff Directors  
Deputy and Assistant Chiefs of Military Services  
Heads of Directorates, Agencies, Commands, Bureaus,  
and Offices reporting directly to positions in P-1  
Executive Assistants in Grade GS-18 or equivalent

**400 Sq. Ft. Private Office**

# STANDARD FURNISHINGS



DESCRIPTION	F.S.N.
1 Desk-Double Pedestal - 74 x 38	7110-00-847-0226
2 Credenza - 66 x 18	7110-00-762-5513
3 Storage Unit - 42 x 18	7110-00-734-5126
4 Occasional Table - 36 Dia x 17	7110-00-913-7184
5 Rotary Desk Chair	7110-01-018-6757
6 Guest Chairs	7110-00-149-1649 or 1650 *
7 Guest Chairs	7110-00-149-2072 or 2073 *
8 Executive Arm Chair	7110-00-149-1215
9 Carpet	Schedule (DSS-W Stock)
10 Drapery - Casement Complete - Fl to Clg	O.M.

\* Stocked by DSS-W. Other colors available on order.

Space  
Category

## ASSIGNMENT

Allowance #  
(Net Sq. Ft.)

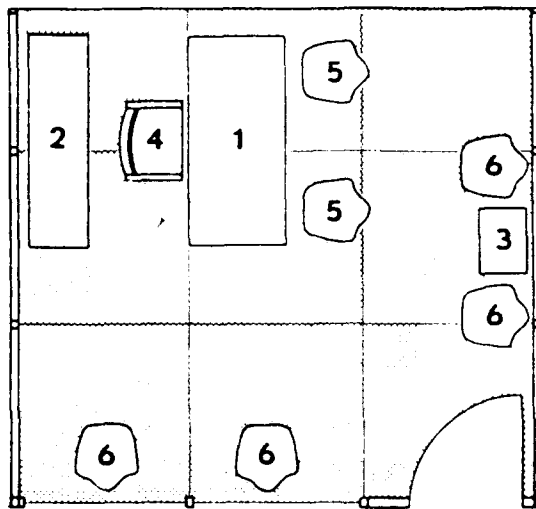
P-3

Executive Assistants in Grades GS-17/16  
Division Heads in Grade GS-16 or Brig. Gen. and above,  
comparable positions  
Deputies to positions in P-2 category

300

## 300 Sq. Ft. Private Office

# STANDARD FURNISHINGS



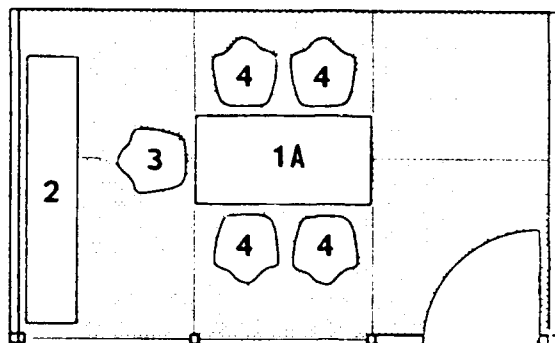
DESCRIPTION	F.S.N.	Black	Parch
1 Desk-Double Pedestal - Style D 72"	7110-00-149-1627 or 1631		
2 Credenza - Style B 60"	7110-00-128-0077 or 0094		
3 Credenza - Style C 30"	7110-00-128-0096 or 0546		
4 Desk Chair - Type II - Rotary	7110-01-017-3634		
5 Guest Chairs - Style A	7110-00-149-1649 or 1650 *		
6 Guest Chairs - Style B	7110-00-149-2072 or 2073 *		
7 Carpet	Schedule (DSS-W Stock)		

\* Stocked by DSS-W. Other colors available on order.

Space Category	ASSIGNMENT	Allowance # (Net Sq. Ft.)
P-4	Division Heads in Grades GS-15/14 or Colonel who require private offices, comparable positions	200 -
	Branch Heads in Grades GS-15/14 or Colonel who report to Division Heads in P-3 category and require private offices, comparable positions	225
	Deputies to positions in P-3 category, who require private offices	
	Professional or administrative personnel in Grade GS-16 or Brig. Gen. and above who require private offices	

## 200 Sq. Ft. Private Office

# STANDARD FURNISHINGS



DESCRIPTION	F. S. N.
1 Desk - Double Pedestal - Style C 60" or, 1A Table Desk - Type III, 72"	Black 7110-00-149-1626 or 1630 Parch. 7110-00-597-8023 or 8027
2 Credenza - Style D 60"	7110-00-128-0065 or 0067
3 Desk Chair - Type II, Style A	7110-01-017-3634
4 Guest Chairs - Type III, Style B	7110-00-149-2072 or 2073 *

\* Stocked by DSS-W. Other colors available on order.

Space  
Category

## ASSIGNMENT

Allowance #  
(Net Sq. Ft.)

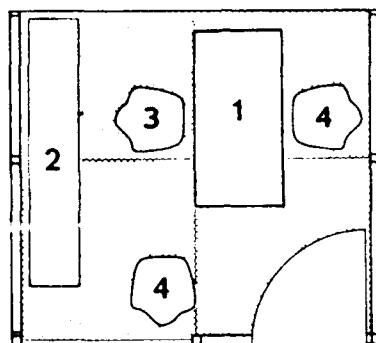
P-5

Division Heads in Grade GS-13 or Lt. Col. who require private offices, comparable positions  
Branch Heads in Grades GS-15/14/13 or Colonel and Lt. Col. who report to Division Heads in P-4 category and require private offices, comparable positions  
Professional or administrative personnel in Grades GS-15/14 or Colonel who require private offices

150

**150 Sq. Ft. Private Office**

# STANDARD FURNISHINGS



DESCRIPTION	F.S.N.	Black	Parch.
1 Desk-Double Pedestal - Style C, 60" or, 1A Table Desk - Type III, 72"	7110-00-149-1626 or 1630		
2 Credenza - Style D, 60"	7110-00-597-8023 or 8027		
3 Desk Chair - Type II, Style A	7110-01-017-3634		
4 Guest Chairs - Type III, Style B	7110-00-149-2072 or 2073 *		

\* Stocked by DSS-W. Other colors available on order.

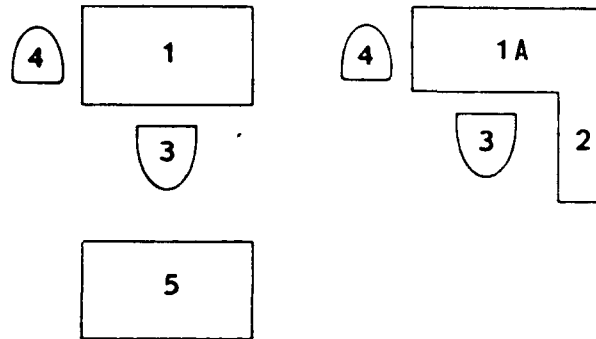
Space Category	ASSIGNMENT	Allowance # (Net Sq. Ft.)
P-6	Branch Heads in Grade GS-12, Major and below who require private offices, comparable positions Professional or administrative personnel in Grade GS-13, Lt. Col. and below who require private offices	100

**100 Sq. Ft. Private Office**



# STANDARD FURNISHINGS

5305.6 (Encl 1)



TYPICAL O-1 LAYOUTS

ITEM NO.	DESCRIPTION	F. S. N.	
		METAL FURNITURE	WOOD FURNITURE **
1	Desk, Double Pedestal, 60"	Black 7110-00-149-1626 or 1630	7110-00-958-0779
1A	Desk, L-Unit, 60" Right Pedestal	7110-01-015-1362 or 1361	7110-00-721-9941
	Desk, L-Unit, 60" Left Pedestal	7110-01-016-5642	7110-00-721-9940
	Desk, L-Unit, 60" Left Pedestal	7110-01-021 3609	
2	L-Unit, Cl I, Style A (Clerical) R Att	7110-01-016-7146 or 7147	7110-00-902-8375
	L-Unit, Cl I, Style B (Clerical) L Att	7110-01-016-7148 or 6580	7110-00-902-8374
3	Chair, Desk, Type II, Style A	7110-01-017-3634	7110-01-017-3634
4	Chair, Guest	7110-00-149-2072 or 2073 *	7110-01-149-2072 *
	Chair, Guest		2073 *
			7110-01-149-1649 *
			1650 *
5	Table, Type II, 60" x 30"	7110-00-113-0507 or 0509	7110-00-958-0760

Space  
Category

ASSIGNMENT

Allowance #  
(Net Sq. Ft.)

0-1 Unit Supervisors in Grade GS-9, E8, WO, 01, or above,  
who supervise six or more employees

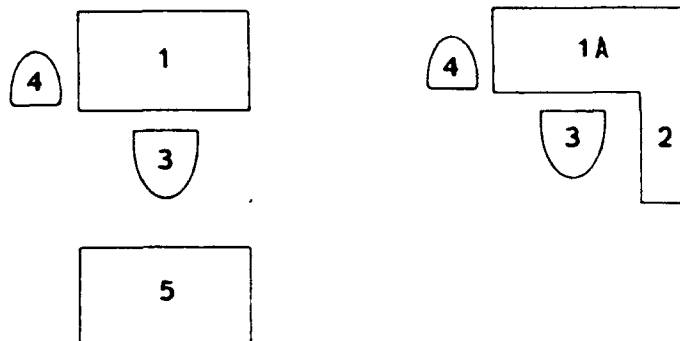
110

**OPEN WORK STATION**  
**0-1**  
**110 Sq. Ft.**

\* Stocked by DSS-W. Other colors available on order.

\*\* Restricted to Immediate Suites of Private Office categories P-1, P-2, P-3.

# STANDARD FURNISHINGS



TYPICAL O-2 LAYOUTS

F.S.N.

ITEM NO.	DESCRIPTION	METAL FURNITURE		WOOD FURNITURE**
		Block	Porch	
1	Desk, D Ped, 60"	7110-00-149-1626 or 1630		7110-00-958-0779
1A	Desk, L-Unit, 60" R Ped	7110-01-015-1362 or 1361		7110-00-721-9941
	Desk, L-Unit, 60" L Ped	7110-01-016-5642		7110-00-721-9940
	Desk, L-Unit, 60" L Ped	7110-01-021-	3609	
2	L-Unit, CI I, Style A (Clerical) R Att	7110-01-016-7146 or 7147		7110-00-902-8375
	CI I, Style B (Clerical) L Att	7110-01-016-7148 Or 6580		7110-00-902-8374
3	Chair, Desk, Type II, Style A	7110-01-017-3634		7110-01-017-3634
4	Chair, Guest	7110-00-149-2072 or 2073*		7110-00-149-2072*
	Chair, Guest			7110-00-149-2073*
	Chair, Guest			7110-00-149-1649*
	Chair, Guest			7110-00-149-1650*
5	Table, Type II, 60" x 30"	7110-00-113-0507 or 0509		7110-00-958-0780

Space  
Category

## ASSIGNMENT

Allowance #  
(Net Sq. Ft.)

0-2 Professional and administrative personnel in Grade GS-7, E8, WO, O1, or above  
Unit Supervisors in Grade GS-8, E7, or below, who supervise six or more employees

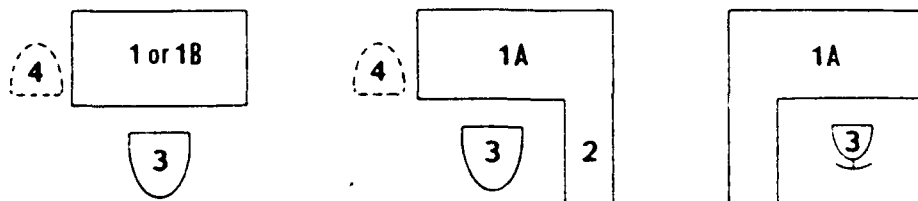
90

**OPEN WORK STATION**  
**0-2**  
**90 Sq. Ft.**

\*Stocked by DSS-W. Other colors available on order.

\*\*Restricted to Immediate Suites of Private Office categories P-1, P-2, P-3.

# STANDARD FURNISHINGS



TYPICAL O-3 LAYOUTS

F.S.N.

ITEM NO.	DESCRIPTION	METAL FURNITURE	WOOD FURNITURE**
		<u>Black</u> <u>Paral.</u>	
1	Desk, D Ped, 60"	7110-00-149-1626 or 1630	7110-00-958-0779
1A	Desk, L-Unit, 60" R Ped	7110-01-015-1362 or 1361	7110-00-721-9941
	Desk, L-Unit, 60" L Ped	7110-01-016-5642	7110-00-721-9940
	Desk, L-Unit, 60" L Ped	7110-01-021-	3609
1B	Desk, Single Ped, 45" R Ped	7110-00-149-1624 or 1626	
	Desk, Single Ped, 45" L Ped	7110-00-149-1625 or 1629	
2	L-Unit, CI 1, Style A (Clerical) R Att	7110-01-016-7146 or 7147	7110-00-902-8375
	CI 1, Style B (Clerical) L Att	7110-01-016-7148 or 6580	7110-00-902-8374
	CI 1, Style A (Secretarial) R Att	7110-01-016-8716	
	CI 1, Style A (Secretarial) R Att	7110-01-017-	8950
	CI 1, Style B (Secretarial) L Att	7110-01-017-8770	8952
	CI 2, (Secretarial) R or L Att	7110-01-016-7662	
	CI 2, (Secretarial) R or L Att	7110-01-017-	8951
	CI 3, Style A (Secretarial) R Att	7110-01-016-7653 or 8717	
	CI 3, Style B (Secretarial) L Att	7110-01-016-8718 or 8719	
3	Chair, Desk, Type II, Style A	7110-01-017-3634	7110-01-017-3634
	Chair, Typist, Type IV, Style B	7110-00-000-0102	7110-00-000-0102
4	Chair, Guest	7110-00-149-2072 or 2073*	7110-00-149-2072*
	Chair, Guest		7110-00-149-2073*
	Chair, Guest		7110-00-149-1649*
	Chair, Guest		7110-00-149-1650*

Space  
Category

ASSIGNMENT

Allowance #  
(Net Sq. Ft.)

0-3 Clerical stenographic, and all other personnel

60

**OPEN WORK STATION**  
**0-3**  
**60 Sq. Ft.**

\*Stocked by DSS-W. Other colors available on order.

\*\*Restricted to Immediate Suites of Private Office categories P-1, P-2, P-3.